

Town of Georgetown



Planning Board
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1 **MEETING MINUTES - FINAL**
2 **GEORGETOWN PLANNING BOARD**
3 **Wednesday, November 14th, 2012**
4 **Memorial Town Hall – 3rd Floor**
5 **7:00 p.m.**

6
7 **Present:** Mr. LaCortiglia, Mr. Christopher Rich; Ms. Tillie Evangelista; Mr. Bob Watts;
8 Mr. Tim Howard (Arrived at 7:28 pm); Mr. Howard Snyder, Town Planner, Wendy
9 Beaumont, Administrative Assistant

10
11 **Attending:** Mr. Ponton, Mr. Abella

12
13 **Meeting Opens** at 7:15 pm.

14
15 **Approval of Minutes:**

16 1. Minutes of October 24th, 2012.

17 Mr. Rich - **Motion** to accept the minutes of October 24, 2012 subject to any changes
18 made by the board.

19 Mr. Watts - **Second.**

20 **Motion Carries: 4-0; Unam.**

21
22 Ms. Evangelista - The only change I see is that on Page 3, Line 110 that Cedar Lane
23 refers to Andover Street.

24
25 **Correspondence:**

26 **1. Vouchers:**

27 Mr. Rich - **Motion** to approve the two vouchers in the amount of \$147.64.

28 Mr. Watts - **Second.**

29 **Motion Carries: 4-0; Unam.**

30
31
32 {Discussion about the purchase of letter head envelopes and self-sealing bags for
33 drawings.}

34
35 **Public Hearing:**

36 **1. Bank of America at 38 East Main Street:**

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37 Mr. Snyder - Included in your packet is correspondence from the highway surveyor
38 and it states that they are town trees and that the Town will maintain them.

39

40 Mr. LaCortiglia - So noted. This is a site plan approval continuation.

41

42 Mr. LaCortiglia - **Motion** to close for public comments.

43 Mr. Watts - **Second.**

44 **Motion Carries: 5-0; Unam.**

45

46 Mr. Snyder - Please note the last two pages in your supplement packet are letters from
47 Mr. Graham and Board of Health that were requested at the last meeting.

48

49 Mr. LaCortiglia – Mr. Graham has looked at the draft decision and he likes it?

50

51 Mr. Snyder - That is correct. One comment is that the letter is not written into the
52 decision but it can be made in the motion as it needs to be recorded.

53

54 Mr. Rich - **Motion** to close the public hearing and to approve the decision of the six
55 pages with conditions as amended by the board this evening.

56 Ms. Evangelista - **Second.**

57

58 Ms. Evangelista - Who is going to be inspecting the project as it goes along?

59

60 Mr. LaCortiglia - Mr. Graham.

61

62 Mr. Ponton - We added to the drawing that Mr. Graham will be contacted for site
63 inspections.

64

65 {Discussion of inspection at certain benchmarks.}

66

67 Mr. Rich - **Motion** to close the public hearing.

68 Mr. Watts - **Second.**

69 **Motion Carries: 5-0; Unam.**

70

71 {Discussion held to amend page three of six regarding paper and mylar submissions.
72 Clarification made to the site inspections and adding the words “any time he (site
73 inspector) or the Planning Board deems appropriate” for inspections to the site.}

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74

75 Mr. Rich - **Motion** to approve the decision for site plan approval with all the amended
76 decisions made by the board this evening.

77 Mr. Howard - **Second.**

78 **Motion Carries: 5-0; Unam.**

79

80 **Old Business:**

81 **1. Harmony Lane: Easements.**

82 Mr. Snyder - In your planning packet you received comments from the applicants legal
83 counsel. Those comments have been edited with track changes. I spoke with the town
84 light department they are amendable to accepting the easements. Please view the screen.
85 I have also spoken with the highway surveyor and he will accept the landscaping, site line
86 easement. Town council will make one change to reflect that and then these need to be
87 accepted by the voters of Georgetown as easements. And what we can proceed with if
88 desired by the board is to work with them for a town accepted street.

89

90 Ms. Evangelista - I thought he wanted it to be private?

91

92 {Discussion regarding whether or not the applicant wanted it to be a private or a town
93 road.}

94

95 Mr. LaCortiglia - Mr. Snyder, can you look into this?

96

97 Mr. Snyder - Yes.

98

99 Mr. Rich - I also want to make sure they are not putting in other plantings. The town
100 should not have to maintain their shrubs.

101

102 Mr. Snyder - It's going to be written so that the town does not accept the proposed 10
103 foot wide landscape easement that runs up Harmony Lane.

104

105 {Discussion held in regards to areas that the town is/is not responsible for maintaining
106 landscaping.}

107

108 Mr. LaCortiglia - According to Mr. Varga these three bounds on Harmony Lane are not
109 in yet. They were not waived in the decision. All other bounds were waived except
110 these. Mr. Snyder can you check with Mr. Varga to see they were installed?

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111

112 Mr. Snyder - Yes I will.

113

114 **2. Stone Row Lot 14: Boundary Markers**

115 Mr. Snyder - Please see the graphic provided by Mr. Varga that is in your supplement
116 packet. {Places image on overhead screen}.

117

118 {Discussion of the lot lines and boundaries on the graphic that was projected on the
119 screen.}

120

121 Mr. LaCortiglia - These are the ones that are not set. The ones I consider important are
122 these boundaries as they separate the lot lines. We are now being asked to waive the
123 other five bounds.

124

125 Mr. Ruh- I disagree with your assessment. All bounds were waived at the original
126 certificate of vote. We agreed in the site visit and the board voted at the 10-28-09
127 minutes that the streets monuments be located as follows. And the lot lines as Mr. Varga
128 wanted. So, non-street ones were waived in the original certificate of vote. I have a copy
129 if you would like it.

130

131 Mr. Snyder - That (the decision) was handed out at the last meeting.

132

133 Mr. Ruh- The lots lines are marked except for the two shown on the plan.

134

135 Mr. LaCortiglia - We need a copy of the decision and will move this out to next meeting
136 as it is taking too much time.

137

138 Mr. Rich - Can you give me the section again?

139

140 Mr. Ruh- Section F in the certificate of vote. It waives 3 different bounds. Mr. Varga
141 wanted the six bounds put in and you approved that which was approved on the 10-28-09
142 board meeting. The question is the 3 circled ones – do you want bounds there or not?
143 Lot line question is that one has an iron pipe that is within inches of the underground
144 electrical services right where the bound should be. The other one is the same situation
145 although there is no iron pipe but the electrical service is there.

146

147 Mr. LaCortiglia - Did the plans show it that way?

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148

149 Mr. Howard - Plans don't show the utilities.

150

151 Mr. Ruh - Plans do not show bounds because they were all waived.

152

153 Mr. LaCortiglia - I disagree. I want to look at the first page of the decision but we need a
154 little more time.

155

156 Mr. LaCortiglia - At the next meeting we will have all the information.

157

158 Mr. Snyder - I will bring the minutes of 10-28-09 to the next meeting.

159

160 Ms. Evangelista - It is the plan that we signed that we need.

161

162 Mr. LaCortiglia - To be **continued** on the November 28th meeting.

163

164 **2. Park and Recreation: Athletic Facilities at 161 East Main Street: Continued.**

165 Mr. Snyder - The office received an email from the town Building Inspector,
166 outlining how the Park and Rec is in a flood zone and a special permit is required
167 from the Zoning Board.

168

169 Mr. LaCortiglia - Mr. DiMento and Mr. Mammolette are attending this meeting. For
170 reference, I did watch the last meeting as I was not in attendance that evening. I
171 believe that you did not have enough time for your presentation that evening.

172

173 Mr. Rich - **Motion** to continue the presentation.

174

175

176 Mr. Mammolette - Construction for East Main Street athletic facility in Phases One
177 and Phase Two with improvements to the access road as stated previously. Second
178 phase is extending the road, dog park, baseball field and turn around area. The project
179 proposes sidewalks to separate the foot and vehicle traffic. No indication at this point
180 to get funding for pavement at this point so road will be gravel – no catch basins and
181 storm drains. Project at a whole is the equivalent of four single family house lots
182 which does not require storm water management.

183

184 Mr. LaCortiglia - Thank you. Have we all looked at the plans?

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185

186 Ms. Evangelista - There was a lot of measuring that was not identified on the plans.
187 How is Mr. Varga going to look at it as there are no details on the drawings in regards
188 to the elevations? The numbers did not appear to jive with the road.

189

190 Mr. Mammolette - If there is something that is unclear we can certainly address that
191 and make it clear.

192

193 Mr. LaCortiglia - I would like to look at this by certain pages before it goes to Mr.
194 Graham – is that good?

195

196 Ms. Evangelista - No storm drains? Is that correct Mr. Snyder, that they are not
197 required?

198

199 Mr. Snyder - I am not familiar with that and believe it was more of a comparison. I
200 believe everything can be handled with bio engineering.

201

202 {Discussion of catch basins, curves, storm water and elevations}

203

204 Ms. Evangelista - With this elevation I believe you will have water puddles.

205

206 Mr. Mammolette - It is a sliver of land that enters in bodies of water. We will grade
207 the land so that this happens allowing enough buffer and set-back which is required
208 by Conservation.

209

210 Ms. Evangelista - That is why I think it is incomplete.

211

212 Mr. LaCortiglia - Do you have a road profile?

213

214 Mr. Mammolette - I have it but did not include it in the set. This is what we are
215 hoping to do after we do some clearing.

216

217 Mr. LaCortiglia - Please show us on the plan. I seem to be hearing questions that
218 seems that people on the board are not familiar with the land.

219

220 Ms. Evangelista - I am very familiar with this property.

221

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222 Mr. Watts - I am not familiar with the property.

223

224 Mr. LaCortiglia - Maybe we should do a site walk?

225

226 Mr. Snyder - For Mr. Mammolette to accurately show the grades and elevations, he
227 needs to know the existing elevations and it is extremely difficult as it is wooded
228 land.

229

230 Mr. Rich - I disagree.

231

232 {Discussion regarding how elevation of land is shown on plans and the most cost
233 effective solution.}

234

235 Mr. Rich - I want this project to be done by the rules and regulations – they don't
236 know their elevation.

237

238 Mr. Mammolette - It is difficult to evaluate elevations without clearing the land.
239 Using GPS is not always effective either – went through all areas. The elevations are
240 on the drawings with the existing and proposed contours.

241

242 Ms. Evangelista - I see that but not on the road.

243

244 Mr. Mammolette - We would be happy to try to do that. In terms of clearing and
245 stumping it means we have to bring in fill. Elevations that are critical are being
246 addressed. We did borings as well through the road and upland areas. I believe we
247 had adequate separations.

248

249 Mr. LaCortiglia - Does the board want to go to the site walk?

250

251 {Discussion held in regards to a date for a site walk – November 24th at 7:30AM}

252

253 Ms. Evangelista - In other words, this is not ready for Mr. Graham?

254

255 Mr. LaCortiglia - I agree, we need more details.

256

257 Mr. Rich - Going through the plans – anything we can get you to put on the plan will
258 keep the cost down and moves the project forward.

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259

260 {Discussion held in regards to the radius and the county layout of the road.}

261

262 Ms. Evangelista - How were these measurements determined – from the state?

263

264 Mr. Mammolette - Yes.

265

266 {Discussion in regards to areas/roads that county and state owns.}

267

268 Ms. Evangelista - The painted sidewalk, is that state property?

269

270 Mr. Mammolette - Yes, state property.

271

272 Ms. Evangelista - Has this been discussed with Mr. Durkee (highway surveyor)?

273

274 Mr. Mammolette - Yes, we want something that is not on the state right-of way. We
275 would like to have someone have some oversight for this project in regards to this.

276

277 Ms. Evangelista - So you have not spoken with the state – Mr. Durkee told me that
278 the state owns 50 feet of the highway.

279

280 Mr. Mammolette - State plans are online at their website.

281

282 Ms. Evangelista - I might suggest you talk with Mr. Durkee– I have an issue with
283 getting in and out of this road.

284

285 Mr. Mammolette - I think the issue is the radius at the beginning of the road - maybe
286 we could clip the corner.

287

288 Mr. Rich - You need state approval for an increase to the curb cut.

289

290 Mr. DiMento - If the trees are cut down, this improves the site line and will help with
291 the traffic situation.

292

293 Ms. Wade (member of Park and Rec) - This is a driveway to a parking lot that we
294 have made good improvements to it.

295

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296 Mr. Mammolette - Roughly 30 feet to work with – only way to get additional footage
297 is to clear trees to the edge.

298

299 Mr. LaCortiglia - Two travel corridors on the road – 20 feet wide.

300

301 Ms. Evangelista - Adding a sidewalk. Are you adding dirt as well?

302

303 Mr. Mammolette - We are proposing to cut some of the grade down on the road –
304 retaining wall as well.

305

306 Ms. Evangelista - Is there signage? Did you ever think of flattening the road?

307

308 Mr. Mammolette - Yes, here is a Stop Sign. Can't be done that way - sidewalk is
309 important for all activities.

310

311 Mr. DiMento - Handed out photos - we could take 3 feet off the slope to improve site
312 line.

313

314 Ms. Evangelista - Subdivisions need to be 24 feet wide – it seems to me that that is
315 too small.

316

317 Mr. Mammolette - The previous Planner stated that this could not be turned from a
318 conforming lot to a non-conforming lot.

319

320 {Discussion held in regards to the frontage size and the previous Town Planner who
321 was involved in the decisions on the project.}

322

323 Mr. LaCortiglia - Two other designations – stop signs and speed limit signs.

324

325 Mr. Rich - Who decides the speed limit?

326

327 Mr. Mammolette - Myself and a colleague thought that that is appropriate.

328

329 Mr. Rich - I think that 15 MPH is better.

330

331 Ms. Evangelista - Maybe ask Mr. Graham his opinion?

332

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333 Mr. LaCortiglia - Cannot be overly cautious.

334

335 {Discussion about an appropriate speed limit for the entrance.}

336

337 Mr. Watts - There is no separation between the roadway and sidewalk.

338

339 Mr. Mammolette - Yes, at this point we are not talking about curbing – it will be
340 raised.

341

342 Mr. LaCortiglia - How much reveal?

343

344 Mr. Mammolette - Sidewalk will be six inches higher than the roadway but it is not
345 actual curbing. A granite curbing could always be added in the future. We are trying
346 to build it right but without a big budget.

347

348 Mr. Watts - My concern is that there is no wiggle room for this section of the road.

349

350 Mr. Mammolette - We are widening this driveway so there won't be this issue.

351

352 {Discussion about the width of the roadway and whether it is a safe situation.}

353

354 Mr. Rich - Exhibit A – picture presented by Mr. DiMento is submitted.

355

356 Mr. Schauer (Park and Rec) – This entrance is better than the one on West Street.
357 This whole way will be improved. It will be managed much better.

358

359 {Discussion on regards to the car counts on this street versus other streets.}

360

361 Mr. DiMento - We do need to make some long term improvements – move a
362 telephone pole.

363

364 Mr. LaCortiglia - Looks to me that the vehicles will be coming up and I see no
365 crosswalk? Should there be a crosswalk added at the entrance?

366

367 Mr. Mammolette - I think that is a detail that I have not worked out yet and will do
368 so. Some ways are expensive – pour concrete and some transition.

369

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370 Mr. LaCortiglia - Please add what you think is right and add the signage to the plan.

371

372 Mr. Mammolette - We will evaluate the location of the signage.

373

374 Ms. Evangelista - Is the hydrant on the plan?

375

376 Mr. Mammolette - Yes, we are proposing one.

377

378 Mr. Rich - Inexpensive way for a crosswalk can be just signage I believe. Need to
379 maintain ADA accessibility.

380

381 Mr. Mammolette - Yes that needs to be addressed.

382

383 {Discussion regarding what type of crosswalk would be appropriate and cost
384 effective.}

385

386 Mr. LaCortiglia - Next page: Layout of the parking lot and Skate Park and island.
387 Where is the signage? Where is the left hand turn into the parking lot?

388

389 Mr. Mammolette shows where the area is.

390

391 Mr. LaCortiglia - It looks like a teardrop is an exit not the entrance.

392

393 Mr. LaCortiglia - Does the board want to see one or two way traffic at this point?

394

395 {Discussion regarding the traffic flow for the area and where the road is two-way and
396 whether or not certain areas should be one way for safety and for turnarounds.
397 Possible radius changes. Whether there is room for emergency vehicles to turn
398 around}

399

400 Mr. Mammolette - I don't think a great number of people will be coming for the skate
401 park, I think it will be for the ball field. A drop off area I think would be a nightmare.

402

403 Ms. Evangelista - I think you should have a drop off area.

404

405 {Discussion of vehicles using the parking lot and how traffic would flow and where
406 to possibly have a drop off area.}

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407

408 Mr. LaCortiglia - Will the radius be opened up?

409

410 Mr. Mammolette - Yes.

411

412 Mr. Rich - There is going to be conflict.

413

414 Mr. Mammolette - I agree we could change it – reverse the entrance and exit.

415

416 {Discussion of traffic flow for entrance and exit and the possibility of reversing
417 them.}

418

419 Mr. Rich - Is the property 8 acres?

420

421 Mr. Mammolette – It is an impervious area which is about 4 house lots. We will be
422 adding a bit more paving. Skate board park that is concrete and some ramps. There
423 may be a smaller skate park as well that is impervious. We may have something a bit
424 smaller with rain gardens in the middle.

425

426 Mr. Watts - With a gravel parking lot?

427

428 Mr. Mammolette - Yes, with pre-cast bumpers.

429

430 Mr. LaCortiglia - Cost effective to use guardrails?

431

432 Mr. Mammolette - Trying to permit this with the money we have right now.

433

434 Mr. Watts - If the area is not marked then people might not park in an appropriate
435 way.

436

437 Mr. DiMento - Would like to have the option of using pre-cast concrete.

438

439 Ms. Evangelista - Would Mr. Durkee like that?

440

441 Mr. LaCortiglia – Please make a note of that on the plan.

442

443 Mr. Rich - The outside perimeter of the skate park – what is the back?

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444

{Discussion held in regards to the size of the skate park, water shed and rain garden.}

446

Mr. Rich - I think that emergency vehicles will be able to drive in over the sidewalk.

448

{Discussion regarding the skate park and assess ability of emergency vehicles.}

450

Ms. Evangelista - Can we continue this at another time?

452

Mr. LaCortiglia - One more thing – why is the sidewalk on the right hand side and not the left? Could the crosswalk be on the other side? It would be safer.

455

Mr. Rich - I agree.

457

Mr. Mammolette - You would like the side walk on the other side?

459

Mr. LaCortiglia - Yes.

461

Mr. Mammolette - I think we can accomplish moving the sidewalk.

463

Mr. DiMento - One neighbor requested that on the parking lot side that we add trees for a noise buffer.

466

Ms. Evangelista - **Motion** to continue Special Permit hearing to November 28, 2012.

468

Mr. Rich - **Second.**

469

Motion Carries: 5-0; Unam.

470

471

New Business:

473

1. Bailey Lane: Informal discussion

474

Attending: Mr. Barlett and Mr. Manna

476

Mr. Snyder - They requested an informal meeting with the Planning Board to discuss Bailey Lane.

478

479

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480 Mr. Manna - We were here over a year ago and discussed this project. As shown
481 on the screen this is the three lots.

482

483 Mr. LaCortiglia - This would be an OSRD plan correct?

484

485 Mr. Manna - Yes. The reason we are here is that we now have roadway concerns
486 about curb cuts and stone walls. Want to upgrade the road width to 18 feet wide,
487 utilizing the existing curb cuts. This roadway is now on the official town map.

488

489 Mr. Barlett - Unless you want to keep the trees and keep the road width as is.

490

491 Mr. LaCortiglia - This is a good sized lot over. You would like the board to look at
492 this to see if this is a good OSRD plan?

493

494 Mr. Manna - Question is the width of pavement on Bailey Lane. We located all of
495 the trees and phone poles. Yes, we would like feedback - is this an appropriate
496 OSRD plan?

497

498 Ms. Evangelista - Is the town going to accept the road?

499

500 Mr. Manna - The town has accepted it as a private way. The town maintains the
501 road - we have talked to Mr. Durkee and have provided a turn around with the
502 appropriate radius.

503

504 Ms. Evangelista - Are you going to pave it and with drainage?

505

506 Mr. Manna - No drainage in there now.

507

508 Mr. LaCortiglia - What do you expect form the board?

509

510 Mr. Manna - Just to let you know we are back on the board working on this project.

511

512 Ms. Evangelista - I think we should go for a town approved road.

513

514 Mr. Manna - We are deeding this area to the town as well as a lot.

515

516 Ms. Evangelista - Will you consider getting it to be an accepted road?

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517

518 Mr. Snyder - As I understand it, in order for that roadway to be re-built to town
519 standards you would need to remove trees that the board previously stated they want
520 protected as well as stonewalls.

521

522 Mr. LaCortiglia - What I would suggest is that it looks good to me – sounds like Ms.
523 Evangelista has an issue with the road.

524

525 Ms. Evangelista - I do have an issue with the road. Begin by taking the whole lot and
526 identifying the resource areas.

527

528 Mr. Manna - There is no wetlands out there.

529

530 Mr. LaCortiglia - Good you have your resource areas all drawn out.

531

532 Mr. Barlett - Someone had mentioned saving the trees which are owned by adjoining
533 property owners.

534

535 Ms. Evangelista - I would like the road to be accepted, a drain put in and also get it
536 cleaned up.

537

538 Mr. Rich - I have a problem if this is going to be an accepted street at 18 feet wide.

539

540 Mr. LaCortiglia - I do not like informal sessions – they serve no real purpose.

541

542 {Discussion on the road width and whether they turn a fire truck around in this area.}

543

544 Mr. Howard - I would like to see a descent roadway.

545

546 Mr. Manna - This drawing is from your previous planner – we are trying to find out
547 if we are going in the right direction. We are trying to balance everything.

548

549 Mr. Barlett - We are giving up a lot in comparison to a regular subdivision.

550

551 Mr. LaCortiglia - This is a lot looking at it for site work and clearing.

552

553 Mr. Manna - Proposing four house lots.

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554

555

Mr. Barlett - We can't afford a full blown town road.

556

557

Mr. LaCortiglia - Hope we were able to give you some kind of guidance.

558

559

Mr. Rich - **Motion** to adjoin

560

Mr. Watts - **Second**

561

Motion Carries: 5 -0; Unam.

562

563

Meeting adjourned at 9:58 p.m.